

**FRESNO, CALIFORNIA
CLASS SPECIFICATION**

CHIEF OF WASTEWATER SERVICES

FLSA STATUS:

Non-Exempt

CLASS SUMMARY:

The Chief of Wastewater Services is the second level in a two level Utilities Wastewater Treatment Plant Management series. Incumbents are responsible for planning, assigning, managing, coordinating and directing the full range of activities for a section of the Wastewater Management Division in one of the following areas, depending upon assignment:

Chief of Wastewater Services - Environmental Resources: Oversees and directs the operations of all environmental work groups including: Environmental Compliance and Laboratory.

Chief of Wastewater Services – Facilities Operations: Oversees and directs the overall activities of the plant's operations, including responsibility for meeting state permit discharge requirements, plant security and plant safety. Incumbent is designated the “Chief Plant Operator” as defined by the State Water Resources Control Board and is responsible and accountable for all decisions involving the treatment plant processes.

Chief of Wastewater Services – Facilities Maintenance: Oversees and directs the operations of all maintenance work groups including: Mechanical Maintenance, Field Maintenance, Electrical/Instrumentation, Water Systems Telemetry and Distributed Control, and Power Generation.

The Chief of Wastewater Services position is distinguished from the Supervisor of Wastewater Services in that incumbents of the latter are first-line supervisors responsible for the daily wastewater activities in their respective work groups within the Wastewater Management Division.

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TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

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QUENCY**

- | 1. | Supervises staff including prioritizing and assigning work; conducting <u>coaching activities and</u> performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations. | Daily
10% |
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2.	<u>Assists the Wastewater Manager or Assistant Director of Public Utilities in developing and implementing strategic and long-range plans, goals, and basic operating policies and procedures; monitors performance to maintain cost effectiveness; identifies fiscal, staffing and resource requirements; participates in goal setting, budgeting, revenue development and maintenance, strategic planning and organizational development; identifies barriers to goal achievement, recommends and implements solutions; provides technical advice and ensures compliance with applicable Federal, State, and local laws, regulations, codes, and standards.</u>	Daily 75 %	Deleted: 20
TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)		FRE- QUENCY	
3.	Communicates and collaborates with internal <u>sections, other divisions and</u> departments, external consultants, vendors, external agencies, regulatory officials, the general public, and/or other interested parties to coordinate work activities, exchange information, and resolve problems.	Daily 10- 40 %	Deleted: Assists in managing the daily operations of assigned sections within the division, which includes: planning, coordinating, administering, and evaluating projects, processes, procedures, systems, and standards; developing and coordinating work plans; participating in the development of goals and objectives; and, ensuring compliance with applicable Federal, State, and local laws, regulations, codes, and/or standards.¶
4.	Ensures safe work methods <u>and practices</u> are followed and appropriate safety precautions and equipment are utilized.	Daily 5- 10 %	Deleted: 4.
5.	Manages and participates in the compilation and maintenance of operations records for assigned division sections; develops and implements operational changes to ensure compliance with established standards and regulations and effective and efficient operation; periodically inspects plant equipment, locates and troubleshoots plant malfunctions; recommends and initiates improved work methods and procedures.	Daily 10 %	Deleted: Responds to questions and more serious complaints from the public and/or other agencies regarding wastewater system issues; evaluates situations, develops solutions, explains findings to property owners and notifies appropriate officials and City staff; coordinates work with other departments and outside agencies as needed
6.	Oversees the maintenance of appropriate inventory levels, requisitioning supplies, equipment, and materials to ensure availability in support of efficient <u>divisional</u> operations.	Weekly 5- 25 %	Deleted: Daily¶ 5%
7.	Participates in a variety of meetings, committees, and/or other related groups to receive and convey information.	Daily 15-50 %	Deleted: 5.
			Deleted: 6.
			Deleted: Weekly
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			Deleted: departmental
			Deleted: 8.
			Deleted: Weekly
			Deleted: 9.
			Deleted: Reads and interprets a variety of utility plans, engineered drawings, and written specifications in order to determine required equipment shut downs in order to accomplish needed repairs.
			Deleted: Weekly¶ 5%

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8.	Oversees personnel, material and equipment requirements for assigned jobs; ensures that all necessary materials, supplies and equipment are available; ensures the proper maintenance of equipment and tools. Approves purchase requests and work orders for needed materials and for plant repairs and improvements.	Daily 10%	<div>Deleted: 10.</div> <div>Deleted: Estimates</div> <div>Deleted: Weekly</div> <div>Deleted: Initiates</div>
TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)		FRE- QUENCY	
9.	Forecasts, prepares, and administers division budgets, including capital improvement budgets; prepares cost estimates for budget recommendations; submits justifications for budget items; monitors and controls expenditures.	Weekly 15-20%	<div>Deleted: 11.</div> <div>Deleted: Monthly</div> <div>Deleted: 10</div>
10.	Performs other duties of a similar nature or level.	As Required	<div>Deleted: 12.</div> <div>Deleted: Plans, organizes and manages a predictive and preventive maintenance program, including developing schedules and work standards; monitors work installation and repair activities to ensure conformance with specifications.</div>
<u>Additional typical duties for assignment to:</u>			
4.	Chief of Wastewater Services – Environmental Resources	Weekly 5%	<div>Deleted: Monthly¶ 5%</div> <div>Deleted: 13</div> <div>Formatted: Left</div> <div>Formatted Table</div> <div>Formatted: Font: Bold</div> <div>Formatted: Bullets and Numbering</div>
	1. Oversees public information activities including development of educational material related to wastewater treatment, collection and reclamation.		
	2. Oversees the activities of federal, state and local programs such as the Industrial Pretreatment Program and the Monitoring and Reporting Program for discharge requirements.	Daily 50%	
	3. Oversees all sewer related revenue activities including data collection for industrial sewer billing.	Weekly 5%	
9.	Chief of Wastewater Services – Facilities Operations	Weekly 5%	<div>Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Tab after: 0.5" + Indent at: 0.5"</div> <div>Formatted: Font: Bold</div> <div>Formatted: Bullets and Numbering</div>
	1. Reads and interprets a variety of utility plans, engineered drawings, and written specifications in order to determine proper plant operational activities.	Daily 5%	
	2. Development of division safety and security programs.		

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Licensing Requirements (positions in this class typically require):

Licensing Requirements, based on specific area of assignment, include:

- Basic Class C License

Chief of Wastewater Services - Environmental Resources

- Valid State of California Water Environment Association Grade IV Certification as either an Environmental Compliance Inspector or Laboratory Analyst is desirable.

Chief of Wastewater Services - Facilities Operations

- Valid State of California Wastewater Treatment Plant Operator Grade V Certificate from the State Water Resources Control Board.

- Valid State of California Department of Public Health Water Distribution-D1 Certificate is required within 24 months of appointment.

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Services - Maintenance

Valid State of California Grade IV Plant Maintenance Certificate or a Mechanical Technologist.

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Knowledge (position requirements at entry):

Knowledge of:

- Applicable Federal, State and Local laws, codes, ordinances, policies, procedures, rules and regulations;
- Applicable mechanical systems;
- Mathematical concepts;
- SCADA Systems;
- Principles, policies, practices and operations in assigned area of responsibility;
- Applicable tools and equipment utilized in assigned area or responsibility;
- Wastewater system design and operational principles;
- Safe work practices and procedures;
- Methods, materials, tools and equipment used in the operation, maintenance, repair and installation of wastewater collection and treatment systems and facilities;
- Budget administration principles and practices;
- Mechanical, electrical and hydraulic principles as they relate to the operation of wastewater collection and treatment systems.

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Skills (position requirements at entry):

Skill in:

- Monitoring and evaluating the work of subordinate staff
- Priorizing and assigning work; detail oriented and ability to multi-task
- Reading and interpreting blueprints, schematics, and other technical drawings related to job duties
- Interpreting, applying and explaining applicable laws, codes, ordinances, policies, procedures, rules and regulations
- Preparing and performing mathematical calculations
- Prepare and proofread clear, concise, and comprehensive reports, records, and other written documents
- Developing and administering budgets
- Estimating time, materials, tools, and equipment requirements for jobs
- Analyzing a variety of administrative problems and making sound policy and procedural recommendations
- Developing and revising operating schedules and procedures to meet changing conditions and to ensure safe, effective, efficient and legal operation of facilities
- Performing inspections of facilities, equipment and grounds, and identifying potentially hazardous situations
- Monitoring and maintaining supply and material inventory
- Using computers and applicable software applications
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction
- Critical thinking and decision making
- Training employees in proper work methods

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Physical Requirements:

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, repetitive motions, seeing and talking.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Incumbents may be subjected to moving mechanical parts, electrical hazards, vibrations, fumes, odors, dusts, poor ventilation and adverse weather conditions.

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Note:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson & Associates (LM)

Date: 12/2007